

DOE ARRA Local Plan – Cover Page

Due Date Thursday, October 31, 2009

Email To localplan@csd.ca.gov

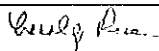
Contact for Questions

Agency Name	Community Services & Employment Training, Inc.
Contact Person	Lily Rivera-Graves
Title	Director Energy & Housing
Phone Number	559-732-4194
Email	lily.rivera@cset.org

Must be available to answer questions from CSD on April 10 and April 13.

Participation Acceptance

Our agency is interested in participating in the DOE ARRA Program. We certify that we have the capacity to provide the required services within our service territory as outlined in the Local Plan.

Signature	
Name	Carolyn Rose
Title	Executive Director
Phone Number	559-732-4194
Email	carolyn.rose@cset.org
Date	October 30, 2009

Participation Refusal

Our agency is not interested in participating in the DOE ARRA Program. We understand that the funds will be reallocated to a qualified entity with the capacity to provide the required services within our service territory.

Signature	
Name	
Title	
Phone Number	
Email	
Date	

CSD Approval

Approved by	
Approval Date	

- Construction methodology
 - Material inventory
 - Payment authorization for vendors and subcontractors
- Workforce Development Department
- Recruit youth for work experience
 - Intake and hire youth
 - Complete and process WIA required paperwork

In addition, a Performance Operating Plan will be used to set monthly goals for the Wx Work Crews. Ramp up efforts also included meeting with all Wx subcontractors, identifying training opportunities for Wx staff that includes both classroom and hands-on training for measures, including window installation, blower door testing, and duct blaster testing.

Classroom instruction is complemented by hands-on training to introduce trainees (members of our Youth Corps) to basic building science principles, house-as-a-system concepts, and the whole-house approach to Wx. Ramp up efforts taken to improve training and productivity include the construction of a mock-up room and equipment set-ups to demonstrate envelope measures.

Our CSET's decades of experience in performing weatherization services in addition to a thorough analysis of our Wx processes and staffing needs have provided the means of increasing our efficiencies and planning for significantly increasing the number of homes to be weatherized under LIHEAP and ARRA. In addition, CSET will continue to partner with other agencies to leverage services provided to families, so that families are receiving all the services they need to achieve self-sufficiency.

In reviewing the amount of your allocation, will you be able to build capacity enough to accept and spend the total amount for your entire service area?	Yes
If not, what % of the allocation can you accept?	N/A
For multi-county agencies, will you have the capacity to spend funds proportionate to each county's allocation and meet the 50% threshold in each county by the required deadline?	N/A

Outreach

Describe how you will increase your outreach efforts to reach the necessary number of low-income clients needed to meet your ARRA production goals. If you are a multi-county agency, describe how this will be accomplished in each county.

CSET offices are located throughout Tulare County, providing immediate access to low-income people, particularly those living in unincorporated, impoverished communities. We are able to serve the entire service area by sending our Energy & Housing Department staff to these communities, rather than expecting applicants to come to us, to address the challenges of low-income families who lack reliable transportation.

CSET's Project Specialists market the Wx program throughout Tulare County by conducting presentations at local community meetings, posting flyers in local churches, markets, and performing "in the field" eligibility. CSET coordinates the delivery of Wx services through its Energy and Housing Department. Department staff will also ensure CSET's other departments, including Workforce Department and Community Initiatives Department, have the information to conduct Wx

consideration will be given for each energy burden group (households having members of vulnerable populations).

Vulnerable population groups will have equal consideration. Points will be given to each family member in a vulnerable population group. Priority will be determined by total points added to energy burden.

- ✓ New clients (households or dwellings not previously weatherized under LIHEAP or DOE),
- ✓ Recipients of emergency heating and cooling services,
- ✓ High energy burden households or households with high energy consumption,
- ✓ Households with the lowest incomes, particularly those with household incomes below 75% of the federal poverty guidelines, and
- ✓ Households with members of the vulnerable populations; i.e., elderly, disabled, and children under 5.

Ensuring that only eligible households are served is the responsibility of the Energy & Housing Department. The system is in place for ensuring eligibility and priority regulations are met. CSET's Program Services & Information (PSI) Department routinely verifies these regulations are being met by conducting in-house monitoring of files.

Only feasible measures are installed, all measures billed to CSD were installed, and workmanship meets CSD standards.

All CSET Wx staff members have received Basic Weatherization Training provided by the Pacific Gas & Electric (PG&E) Energy Training Center (ETC) in Stockton. All CSET Wx staff and subcontractors who perform shell sealing, duct leakage diagnostic tests, and combustion appliance safety (CAS) checks have been trained through the Duct and Shell Sealing/Combustion Appliance Safety Training curriculum at the ETC in Stockton. All new CSET Wx staff hired as part of the ramp-up effort will attend the CSD provided training at the PG&E ETC as soon as it is available.

The training curriculum at the PG&E ETC clearly identifies the feasible and non-feasible measures allowed. The training includes the basic weatherization concepts and conformance with CSD's weatherization policies, procedures, and installation standards. For weatherization and ECIP EHCS services performed on HUD units, all work crews and subcontractors who perform basic weatherization services are required to be trained in HUD-approved Lead-Safe Weatherization, although certification is not required. Although a crew supervisor can be certified as a HUD Lead Supervisor, it is not a substitute for the requirement of trained work crews.

CSET Weatherization Crews maintain copies of the following manuals in their work trucks to provide immediate access to CSD standards and proper installation methods:

- 1) Current CSD Conventional Home WIS Manual;
- 2) Current CSD Mobile Home WIS Manual;
- 3) CSD Low-Income Weatherization Assistance Program Policies and Procedures Manual;
- 4) Other applicable policies and procedures; and
- 5) Official Program Notices.

CSET's Wx crews perform the majority of the Basic Weatherization measures; therefore, CSET maintains an active Class "B" General Building Contractor license, issued in the agency's name by the Contractors' State License Board (CSLB).

Future improvements to facilitate the tracking of installed measures include the

- Vehicle & Equipment

The Advance repayment amount is entered into the EARS system and is based on an even-month distribution. The total costs are then verified with the forms used for entry.

A Year-to-Date report is run with "All Data Entered." This report is used to verify that no line item has been exceeded before the report is submitted to CSD. The report is printed, finalized, and filed.

An email is sent to the certifier for review and certification of the EARS report. CSET's certifiers are Carolyn Rose, Executive Director and Carla Calhoun, Deputy Director. The invoice is certified and submitted to CSD. The amount invoiced is recorded in our Accounts Receivable log. Upon receipt of the check, payment is recorded on the log and entered into MIP. In the event that an entry is made in the accounting system to correct costs, an adjustment is entered into EARS for the month that was affected.

Prevailing Wage

Describe any variations from the information provided in Attachment E -- Prevailing Wages that were used in your calculations.

Our calculations meet the requirements described in Attachment E.

Workforce Development

Enter the total number of in-house employees currently working in CSD weatherization and HCS programs in the following positions. Count each employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	3
Program Management	3
Program Support	6
Intake	2
Outreach	2
Other -	0

Enter the total number of subcontracted employees currently working in CSD weatherization and HCS programs in the following positions. Count each subcontracted employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	8
Program Management	8
Program Support	16

provides access to follow-on training for our participants.

If you are not outsourcing any of your workforces, explain why.

N/A

**Vehicle &
Equipment over
\$5,000 per Unit**

If you are planning on charging any portion of vehicle and equipment purchases to ARRA, enter the following information related to these purchases. This will require DOE approval.

Item	Quantity	Est. Cost
Vehicle	4	\$100,000
Trailers	4	\$24,000
Equipment – CO Analyzers	4	\$4,000
Equipment – Blower Doors	4	\$8,000
Equipment – Duct Blasters	4	\$16,000

Barriers

Identify any barriers that you feel you may face in meeting the requirements of ARRA (subcontracting, workforce development, outreach & marketing, quality assurance and oversight, compliance with DOE requirements, fiscal requirements and reporting, performance).

To alleviate any barriers that could accompany a significant increase in funding and performance goals, CSET has worked across departments to increase efficiencies, tighten up our systems, and to accurately estimate the increases needed in staffing and subcontractors.

To meet the challenge of a shorter turnaround time for reporting, from the 15th to the 5th of each month, program staff will need to accelerate the completion of documentation that fiscal staff will need to meet the required due date. The closer coordination among departments, which has already been implemented to optimize the provision of Wx services, is also expected to meet increases in reporting requirements. Monthly Leadership meetings attended by all affected departments will continue. These meetings include a review of EARS expenditure reports/invoices, subcontractor performance, and goals achieved.

Describe what assistance you will need from CSD.

CSET would appreciate the following assistance from CSD:

- Expedient disbursement of advances and reimbursements
- Convenient training locations and dates for training of new staff
- Scheduling of training dates before the contract start date
- Ongoing technical assistance for addressing questions and concerns as they occur
- Consistent availability of CSD Help Desk for troubleshooting
- ServTraQLITE data entry
- Consideration of CSET hosting a training for Central Valley agencies

State of California
Department of Community Services and Development
50% of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF
Maximum Allowable Line Item Amounts

County/Service Area		Contract Number	Total Allocation	Allowable Admin 5%	Allowable T&TA 6%	Allowable H&S 25%	Allowable Outreach 5%	Allowable Intake 2%	Allowable Client Ed 5%
Alameda Co.									
1	Area A - City of Berkeley	09C-1801	377,147	22,861	22,898	82,847	18,857	7,543	18,857
2	Area B - Spectrum Community Services, Inc.*	09C-1802	1,941,812	117,708	117,898	426,553	97,091	38,838	97,091
3 Amador/Tuolumne Service Area - Amador-Tuolumne CAA									
	Amador		125,019	7,578	7,590	27,463	6,251	2,500	6,251
	Calaveras		216,625	13,131	13,152	47,586	10,831	4,333	10,831
	Tuolumne		220,183	13,347	13,368	48,367	11,009	4,404	11,009
	Service Area Total	09C-1803	561,827	34,058	34,110	123,416	28,091	11,237	28,091
4	Butte Co. - CAA of Butte County, Inc.	09C-1804	985,949	59,765	59,861	216,581	49,297	19,719	49,297
5 Colusa Service Area - Glenn Co. Human Resource Agency									
	Colusa		90,347	5,477	5,485	19,846	4,517	1,807	4,517
	Glenn		125,723	7,621	7,633	27,617	6,288	2,514	6,288
	Trinity		88,131	5,342	5,351	19,360	4,407	1,763	4,407
	Service Area Total	09C-1805	304,201	18,440	18,469	66,823	15,210	6,084	15,210
6	Contra Costa Co. - Contra Costa Employment & Human Services	09C-1806	1,682,564	101,991	102,156	369,604	84,128	33,651	84,128
7	Del Norte Co. - Del Norte Senior Center	09C-1807	179,101	10,858	10,874	39,343	8,955	3,582	8,955
8 El Dorado Service Area - El Dorado Co. Dept. of Human Services									
	Alpine		19,527	1,184	1,186	4,289	976	391	976
	El Dorado		736,685	44,855	44,727	161,826	38,834	14,734	38,834
	Service Area Total	09C-1808	756,212	45,839	45,913	166,115	37,810	15,125	37,810
9	Fresno Co. - Fresno Co. EOC	09C-1809	4,091,673	248,023	248,424	898,807	204,584	81,833	204,584
10	Humboldt Co. - Redwood CAA	09C-1810	784,680	47,565	47,641	172,369	39,234	15,694	39,234
11 Imperial Service Area - Campesinos Unidos, Inc.									
	Imperial		370,564	22,462	22,499	81,401	18,528	7,411	18,528
	San Diego - Area A		2,304,365	139,683	139,908	506,194	115,218	46,087	115,218
	Service Area Total	09C-1811	2,674,929	162,145	162,407	587,595	133,746	53,498	133,746
12 Inyo Service Area - IMACA, Inc.									
	Inyo		178,700	10,832	10,850	39,255	8,935	3,574	8,935
	Mono		159,497	9,688	9,684	35,036	7,975	3,190	7,975
	Service Area Total	09C-1812	338,197	20,500	20,534	74,291	16,910	6,764	16,910
13	Kern Co. - CAP of Kern	09C-1813	2,740,633	166,128	166,396	602,027	137,032	54,813	137,032
14	Kings Co. - Kings Community Action Organization, Inc.	09C-1814	494,379	29,968	30,016	108,599	24,719	9,868	24,719
15 Lake Service Area - North Coast Energy Services									
	Lake		573,390	34,757	34,813	125,955	28,670	11,468	28,670
	Marin		333,733	20,230	20,262	73,310	16,687	6,675	16,687
	Mendocino		612,400	37,122	37,182	134,524	30,620	12,248	30,620
	Napa		229,807	13,930	13,953	50,481	11,490	4,568	11,490
	Solano		657,013	39,826	39,890	144,324	32,851	13,140	32,851
	Sonoma		794,898	48,184	48,262	174,613	39,745	15,898	39,745
	Yolo		632,069	38,314	38,376	138,845	31,603	12,641	31,603
	Service Area Total	09C-1815	3,833,310	232,363	232,738	842,052	191,666	76,666	191,666
16	Lassen Co. - Lassen Economic Development Corporation	09C-1816	244,686	14,832	14,856	53,750	12,234	4,894	12,234
Los Angeles Co.									
17	Area A - Decision Pending	09C-1817	4,649,215	281,819	282,275	1,021,280	232,461	92,984	232,461
18	Area B - Maravilla*	09C-1818	5,156,396	312,560	313,067	1,132,692	257,820	103,128	257,820
19	Area C - PACE	09C-1819	3,512,859	212,937	213,282	771,660	175,643	70,257	175,643
20	Area D - Decision Pending		5,720,273	346,743	347,304	1,256,557	286,014	114,405	286,014
21	Mariposa Co. - Mariposa Co. Dept. of Human Services	09C-1823	145,303	8,808	8,822	31,918	7,265	2,908	7,265
22 Merced Service Area - Merced Co. CAA									
	Madera		662,392	40,152	40,217	145,506	33,120	13,248	33,120
	Merced		942,804	57,149	57,242	207,103	47,140	18,858	47,140
	Service Area Total	09C-1824	1,605,196	97,301	97,459	352,609	80,260	32,104	80,260
23	Modoc Co. - Redwood CAA	09C-1825	105,041	6,367	6,378	23,074	5,252	2,101	5,252
24	Nevada Co. - Nevada Co. Dept. of Housing & Community Services	09C-1826	485,805	29,448	29,495	108,716	24,290	9,716	24,290
25	Orange Co. - CAP of Orange Co.	09C-1827	2,997,522	181,699	181,993	658,458	149,876	59,950	149,876
26	Placer Co. - Project Go, Inc.	09C-1828	498,516	30,218	30,267	109,508	24,926	9,970	24,926
27 Plumas Service Area - Plumas Co. CDC									
	Plumas		169,434	10,270	10,287	37,219	8,472	3,389	8,472
	Sierra		25,069	1,520	1,522	5,507	1,253	501	1,253
	Service Area Total	09C-1829	194,503	11,790	11,809	42,726	9,725	3,890	9,725

State of California
Department of Community Services and Development
DRAFT Example of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF
Administration, Training & Technical Assistance, and Health & Safety

County/Service Area	A				B				C				D			
	100% Total Allocation	50% Allocation	5% Admin	5% T&TA	50% Allocation	5% Admin	5% T&TA	5% H&S	50% Allocation	5% Admin	5% T&TA	5% H&S	50% Allocation	5% Admin	5% T&TA	5% H&S
Alameda Co.																
1 Area A - City of Berkeley	757,496	37,875	48,056	167,891	378,748	18,937	24,028	83,946	1,950,054	97,503	123,712	432,210				
2 Area B - Spectrum Community Services, Inc.	3,900,107	195,005	247,424	864,420												
3 Amador/Tuolumne Service Area - Amador-Tuolumne CAA																
Amador	251,089	12,555	15,930	55,654	125,550	6,278	7,965	27,827								
Calaveras	435,089	21,754	27,602	96,433	217,545	10,877	13,801	48,217								
Tuolumne	442,235	22,112	28,056	98,017	221,118	11,056	14,028	49,009								
Service Area Total	1,128,423	56,421	71,588	268,001	564,213	28,211	35,794	125,052								
Butte Co. - CAA of Butte County, Inc.	1,980,267	99,013	125,629	438,906	990,134	49,507	62,815	219,453								
5 Colusa Service Area - Glenn Co. Human Resource Agency																
Colusa	181,461	9,073	11,512	40,219	90,731	4,537	5,756	20,110								
Glenn	252,513	12,626	16,020	55,967	126,257	6,313	8,010	27,984								
Trinity	177,010	8,851	11,230	39,232	88,505	4,425	5,615	19,616								
Service Area Total	610,984	30,550	38,762	135,418	305,493	15,275	19,381	67,709								
6 Contra Costa Co. - Contra Costa Employment & Human Services	3,379,410	168,971	214,391	749,012	1,689,705	84,485	107,196	374,506								
7 Del Norte Co. - Del Norte Senior Center	359,723	17,986	22,821	79,729	179,862	8,993	11,411	365								
8 El Dorado Service Area - El Dorado Co. Dept. of Human Services																
Alpine	39,219	1,981	2,488	8,693	19,610	981	1,244	346								
El Dorado	1,479,624	73,981	93,868	327,944	739,812	36,991	47,341	157,972								
Service Area Total	1,518,843	75,962	96,356	336,637	759,424	37,972	48,825	158,318								
9 Fresno Co. - Fresno Co. EOC	8,218,077	410,904	521,313	1,454,131												
10 Humboldt Co. - Redwood CAA	1,576,020	78,800	99,911	300,000												
Imperial	744,274	37,211	47,764	165,000												
San Diego - Area A	1,799,211	89,954	113,616	389,131												
Service Area Total	1,576,020	78,800	99,911	300,000												
12 Inyo Service Area - IMACA, Inc.																
Inyo	31,911	1,595	2,044	7,550	179,458	8,973	11,385	39,775								
Monterey	3,344	167	213	71,002	160,174	8,009	10,162	35,501								
Service Area Total	35,255	1,762	2,257	78,552	339,632	16,982	21,547	75,276								
13 Kern Co. - Kern Co. EOC	2,752,265	137,613	174,605	610,012	2,752,265	137,613	174,605	610,012								
14 Kings Co. - Kings Co. EOC	486,478	24,824	31,497	110,039	486,478	24,824	31,497	110,039								
15 Lake Superior Service Area - Lake Superior EOC																
Lake Superior	1,151,648	57,582	73,061	255,251	575,824	28,791	36,531	127,626								
Lake Superior	670,299	33,515	42,524	148,565	335,150	16,758	21,262	74,283								
Mendocino	1,229,998	61,500	78,032	272,617	614,999	30,750	39,016	136,308								
Napa	461,566	23,078	29,282	102,302	230,783	11,539	14,641	51,151								
Solano	1,319,602	65,980	83,716	292,477	659,801	32,990	41,858	146,238								
Sonoma	1,596,543	79,827	101,285	353,858	798,272	39,914	50,643	176,929								
Yolo	1,269,503	63,475	80,538	281,373	634,752	31,738	40,269	140,686								
Service Area Total	7,699,159	384,957	488,438	1,706,441	3,849,581	192,480	244,220	853,220								
16 Lassen Co. - Lassen Economic Development Corporation	491,448	24,572	31,178	108,925	245,724	12,286	15,589	54,482								

State of California
Department of Community Services and Development
DRAFT Example of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF
Administration, Training & Technical Assistance, and Health & Safety

	County/Service Area	A				B				C				D			
		100% Total Allocation	50% of Total Allocation	Admin 5%	Allowable T&TA 6%	Admin 5%	Allowable T&TA 6%	Admin 5%	Allowable T&TA 6%	Admin 5%	Allowable T&TA 6%	Admin 5%	Allowable T&TA 6%	H&S (A-B-C)25%	Allowable T&TA 6%	Admin 5%	Allowable T&TA 6%
40	Shasta/Tehama Service Area - SHHIP, Inc.	1,878,831	939,316	93,932	119,181	93,932	119,181	416,380	208,190								
	Shasta	775,999	388,000	38,800	49,230	38,800	49,230	171,992	85,996								
	Tehama	2,654,630	1,327,316	132,732	168,411	132,732	168,411	588,372	294,186								
	Service Area Total																
41	Siskiyou Co. - Great Northern Corporation	1,281,164	640,582	64,058	81,278	64,058	81,278	283,957	141,979								
42	Stanislaus Co. - CVOC, Inc.	2,782,846	1,391,423	139,142	176,545	139,142	176,545	616,790	308,395								
43	Tulare Co. - CSET, Inc.	4,112,752	2,056,376	205,638	260,915	205,638	260,915	911,550	455,775								
44	Ventura Co. - Community Action of Ventura Co., Inc.	2,000,661	1,000,331	100,033	126,923	100,033	126,923	443,426	221,713								
TOTALS		153,759,804	76,879,902	7,687,990	9,754,588	7,687,990	9,754,588	34,079,307	17,039,652								

DOE ARRA Amended Local Plan – Addendum 1 Cover Page

Due Date No later than 10 working days after the approval of the Davis-Bacon Plan

Email to Your field representative

Contact for Questions

Agency Name	Community Services Employment Training, Inc.
Contact Person	Lily Rivera-Graves
Title	Director Energy & Housing
Phone Number	559-732-4194
Email	Lily.rivera@cset.org

CSD Approval

Approved by	
Approval Date	

(2009 DOE WAP AMENDMENT 2)

RAMP UP SCHEDULE

2009

2011

2012

[illegible]

EXHIBIT B
(Standard Agreement)

2009

2009

2009

- 2009

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- 2009

Note: Although this sheet is protected, there is no password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.

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